

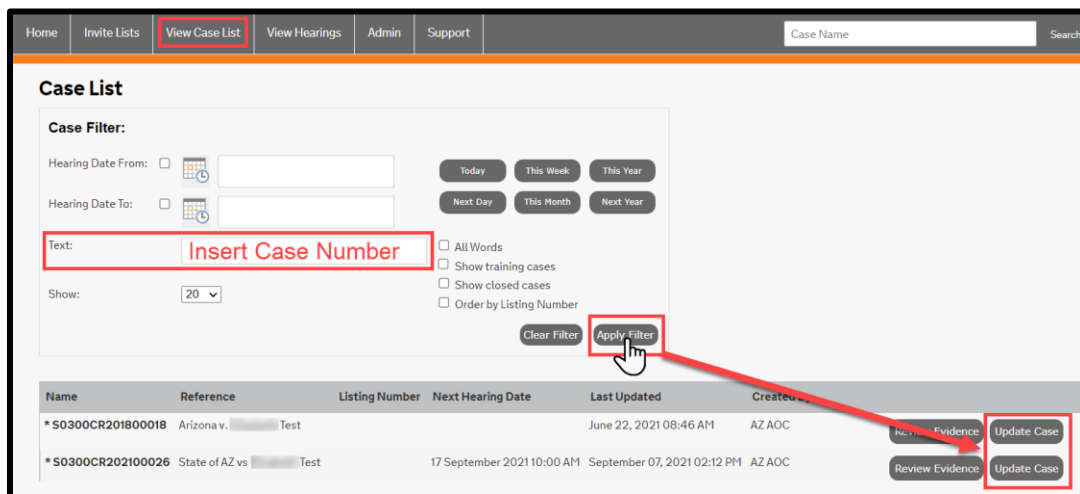
Digital Evidence Uploading and Managing Exhibits

Once a person has been invited into a case, they can upload and manage exhibits for an upcoming hearing/trial, as well as download a copy of the exhibit list.

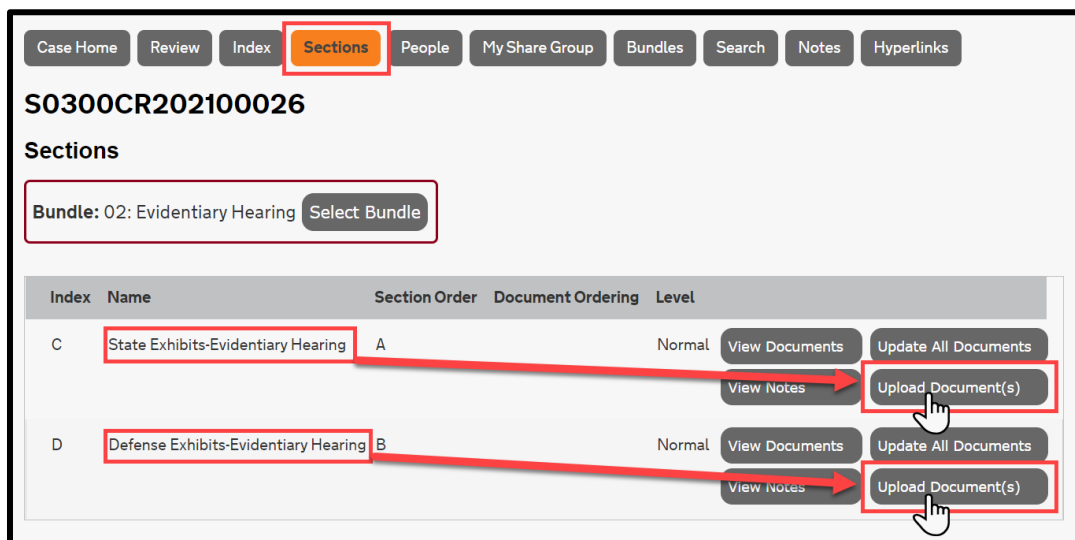
A list of the file formats that are currently supported by the digital evidence portal is available at:
<https://answers.legalprof.thomsonreuters.com/creating-and-updating-a-case/accepted-file-format>

1. Upload Exhibits into the Appropriate Section of a Bundle

- a. Locate Case in portal > Select **Update Case**



- b. Select the **Sections** tab > Select the **Upload Document(s)** button for the appropriate section
Note: ALWAYS Confirm that exhibits are being uploaded into the **correct Bundle and Section**



- c. Select the **Add Files** button > Select/Add Files > Select **Start Upload**
Note: Files may also be dragged and dropped into the Select Files box

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Upload Document(s)

Use this page to upload one or more documents into section C: State Exhibits-Evidentiary Hearing.

[View Section Documents](#) [Update All Documents](#)

Upload Bookmarked PDF: ☐

Restricted: ☐

Please note if a file is restricted it will not display in sub-bundles unless the sub-bundle has been configured to show restricted files. This can be configured in the bundle settings.

Select files
Add files to the upload queue and click the start button.


Filename	Status	Size
Picture - Coffee.jpg		1.8 mb
Picture - Flowers.jpg		545 kb
Picture - Lady Justice.jpg		263 kb
1 2		

[Add Files](#) [Start Upload](#) 0% 2.6 mb

- i. Multiple exhibits may be uploaded at the same time
- A. **2 Gb per file; 100 files per upload transaction; 500 pages per document**
- B. It is recommended that **larger exhibits be broken into smaller sections**, and the smaller sections may be **numbered as 000#**, **000#a**, **000#b**
- ii. A **progress bar** will show the status of each upload

Select files
Add files to the upload queue and click the start button.

Filename	Status	Size
Picture - Flowers.jpg	92%	545 kb

[Add Files](#) [Start Upload](#) [Stop Upload](#)  92% 545 kb

Uploaded 0/1 files

- iii. The portal completes an **OCR** (optical character recognition) process, which allows for word/phrases to be searched across case exhibits

iv. The portal completes a **virus check**

Select files

Add files to the upload queue and click the start button.

Filename	Status	Size
Picture - Coffee.jpg	100%	1.8 mb
Picture - Flowers.jpg	Checking for viruses...	545 kb
Picture - Lady Justice.jpg		263 kb

Add Files

Start Upload

Stop Upload

91%

2.6 mb

Uploaded 1/3 files

v. The upload is complete once the **Status for each exhibit is 100%**

Select files

Add files to the upload queue and click the start button.

Filename	Status	Size
Picture - Coffee.jpg	100%	1.8 mb
Picture - Flowers.jpg	100%	545 kb
Picture - Lady Justice.jpg	100%	263 kb

Add Files

Start Upload

100%

2.6 mb

vi. Review the **Index tab** to determine if large files, videos, or audio recordings are still processing in the background (*a green movie reel icon will appear*)

A. Once files are fully processed, the green movie reel icon is replaced with a Play button or a PDF button

Case Home

Review

Index

Sections

People

My Share Group

Bundles

Search

Notes

Hyperlinks

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Contents

Bundle: 02: Evidentiary Hearing

Select Bundle

C: State Exhibits- Evidentiary Hearing (13 documents, 260 pages, 1 minute)

0001	Movie - Slide	September 09, 2021	1:C1	View		S	T
0002	Video	September 05, 2021	2:C2	View	Play	S	T
0003	Picture	August 17, 2021	3:C3	View	PDF		

2. Review Exhibit Numbers/Titles/Properties for Uploaded Exhibits, to ensure compliance with local court policy
- Exhibit Numbers/Titles/Properties that do NOT comply with local court policy will be updated by the court/clerk
 - Select the **Update All Documents** button
 - This button is available on the **Upload Documents** screen and in the **Sections** tab

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Upload Document(s)

Use this page to upload one or more documents into section C: State Exhibits-Evidentiary Hearing.

Upload Bookmarked PDF : ☐

Restricted : ☐

Please note if a file is restricted it will not display in sub-bundles unless the sub-bundle has been configured to show restricted files. This can be configured in the bundle settings.

Select files

Add files to the upload queue and click the start button.

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Sections

Bundle: 02: Evidentiary Hearing

Index	Name	Section Order	Document Ordering	Level
C	State Exhibits-Evidentiary Hearing	A	Normal	<input type="button" value="View Documents"/> <input type="button" value="Update All Documents"/> <input type="button" value="View Notes"/> <input type="button" value="Upload Document(s)"/>
D	Defense Exhibits-Evidentiary Hearing	B	Normal	<input type="button" value="View Document"/> <input type="button" value="Update All Documents"/> <input type="button" value="View Notes"/> <input type="button" value="Upload Document(s)"/>

c. **Update Exhibit Numbers/Titles/Properties**

- i. To open a Number or Title field for editing, **click within the row**, and the fields in the row will expand for edits to be applied
- ii. Changes will be **automatically saved**, and a saving indicator will appear on the right

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Update All Documents

C: State Exhibits-Evidentiary Hearing **Documents**

Click on an entry to edit. Changes are saved automatically.

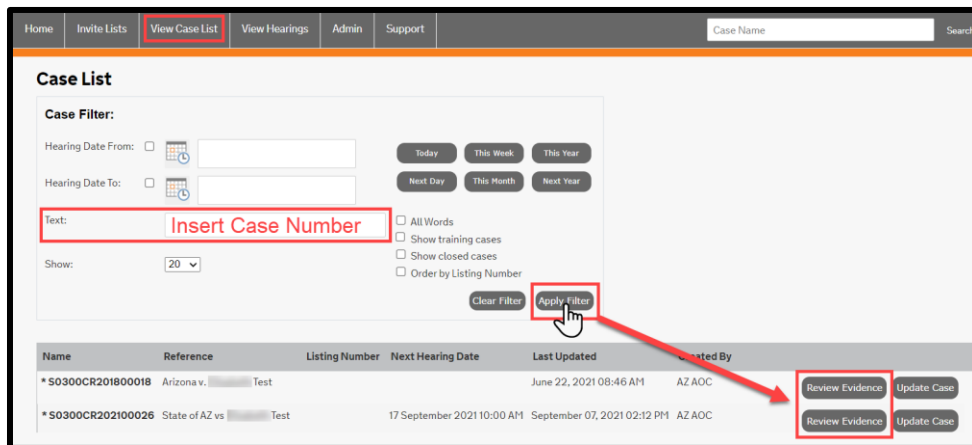
Document Number	Document Title	Document Date	Included	Inserted	Tabbed	Restricted	View	Move	Remove
0001	Movie - Slide	September 09, 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View	Move	Remove
0002	Video	September 05, 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	View	Move	Remove
0003	Picture	August 17, 2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View	Move	Remove

Saving Indicator

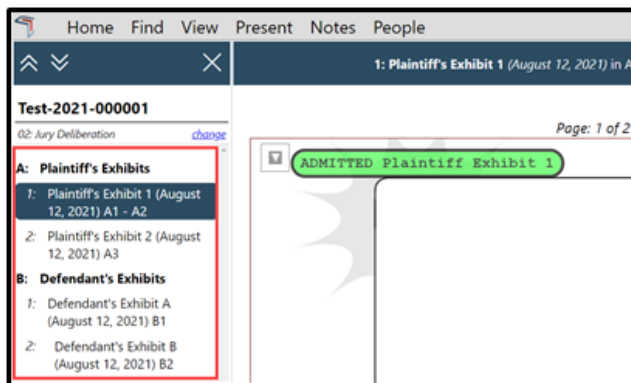
- iii. **Document Number (exhibit number):** As exhibits are uploaded, they will be automatically numbered in consecutive order; **the numbers may be modified**, but **confirm that the formatting of each exhibit number is correct** (i.e., 000#, 00##) **and that all numbers are consecutively listed** (i.e., no gaps between numbers)
- iv. **Document Title (exhibit title):** **Ensure that each exhibit title complies with local court policy** (e.g., the title being displayed in the courtroom would not create bias/prejudice), and **update exhibit titles as needed**
- v. **Included:** This box is automatically check marked as exhibits are uploaded, and it indicates that exhibits will be visible during Review Evidence mode – **do NOT remove the check mark**
- vi. **Inserted:** This box will relate exhibits – when the box is check marked, the pagination from the previous exhibit will continue as a sub-pagination on the following exhibit (e.g., if Exhibit 0001 ends with page C5 and 0002 begins with page C6, when a new exhibit is inserted as Exhibit 0001A the page numbering for the inserted exhibit will begin as C5a)
- vii. **Restricted:** This box restricts ability to view exhibits and a **black lock icon will be displayed on the left of the Document Number field** (see 0002 in screenshot above) – only select this option if the exhibit should be considered restricted (i.e., not available for public access)
- viii. **Remove:** select this option to delete an exhibit that should not have been uploaded is not needed

3. Review Uploaded Exhibits (Review Evidence Mode)

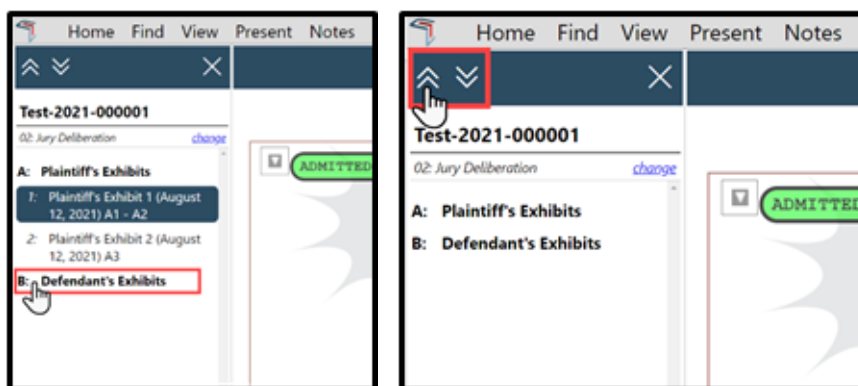
- a. Locate Case in portal > Select **Review Evidence**



- b. All exhibits uploaded will be listed in the viewing pane on the left side of the screen (exhibit list viewing pane). The exhibit currently being viewed will be highlighted dark blue within the exhibit list viewing pane. The exhibit will display in the viewing pane in the middle of the screen (exhibit viewing pane). The viewing pane on the right side of the screen can be used to add case or exhibit notes if the court has granted permission to access notes.



- c. Each exhibit list may be minimized or expanded by selecting the **title of the exhibit list**, or All exhibit lists may be minimized or expanded by selecting **the up or down chevron arrows**



4. Download the Exhibit List

- a. Select the **Bundles tab** > Locate the Specific Hearing Bundle > Select **Download**



b. Download the Bundle Index

- i. Select **Download Bundle Index** to download a **PDF** version
- ii. Select **Word** to download the Bundle Index in a Word version (**Recommended format**)
 - A. If desired, remove the check marks for Page Numbers and Consecutive Numbering

